

### **Terms and Conditions of Open Tender**

1. The quotation must be in the form furnished by Procuring Entity and should be free from corrections/ erasures. In case there is any unavailable correction it should be properly attested. If not the quotation will not be considered. Quotation written in pencil will not be considered.
2. Quotation will be opened on due date at 04:00 pm (1600hrs) at the indicated venue in presence of the tenderers or their representatives who wish to be present.
3. The procurer reserves the right to accept the offer by individual items and reject any or all tenders without assigning any reason thereof and does not bind itself to accept lowest quotations.
4. Complete details and ISI specification if any must accompany the quotation. Make/brand of the item shall be stated wherever applicable. If you have got any counter offer as suitable to the material required by us, the same may be shown separately.
5. Samples must be submitted where specified along with the quotations. Samples must be carefully packed, sealed and labeled clearly with enquiry number, subject and sender's name for easy identification. Rejected samples will be returned at your cost if insisted.
6. All drawings sketches and samples, if any, sent along with this enquiry must be returned along with quotations duly signed.
7. All supplies are subject to inspection and approval before acceptance. Manufacturer/ supplier warranty certificates and manufacturer/Government approval lab test certificate shall be furnished along with the supply, wherever applicable.
8. The procurer reserves the right to modify the quantity specified in this enquiry.
9. The price quoted shall be firm till the supplies are completed. Please quote the rates in words and figures. Rates quoted should be free delivery at destination including all charges otherwise the quotation is likely to be rejected. Price quoted for free delivery at destination will be given preference. If there is no indication regarding the FOR, in the quotation, then it will be considered as FOR destinations. Price quoted should be net and valid for a minimum period of three months from the date of opening of the quotation.
10. Payment of GST is primarily the responsibility of the seller and will not be paid unless the percentage value is clearly mentioned in the quotations. If no indication regarding GST is recorded in the quotation, the GST will be considered as included.
11. Delivery period required for supplying the material should be invariably specified in the quotation.
12. In case your quotation is accepted and order is placed on you, the supply against the order should be made within the period stipulated in the order. The Procuring Entity reserves the right to recover any loss sustained due to delayed delivery by way of penalty. Failure to supply the material within the stipulated period shall entitled Procuring Entity for the imposition of penalty without assigning any reasons @1/2% (half percent) of the total value of the item covered in order as penalty per day subject to a maximum of 5% (five percent) unless extension is obtained in writing from the office on valid ground before expiry of delivery period.

13. If the deliveries are not maintained and due to that account Procuring Entity is forced to buy the material at your risk and cost from elsewhere, the loss or damage that may be sustained there by will be recovered from the defaulting supplier.
14. Dispute clause: Any dispute relating to the enquiry shall be subject to the jurisdiction of the court at Kiphire Hq only.

## Open Tender Enquire

**Name of the Procuring Entity :** The Office of Deputy Commissioner, Kiphire, Nagaland

Firm's Reference		Date						
Firm Registration No. (if any)		PAN (attach photograph copy)						
GST No.								
Phone								
Fax								
Email								
M/s		Enquiry No. and Date	DC/KPE/ASP/REC-CSR/2018-19, 26th March 2021					
		Date of Tender Opening	Monday 05th April, 2021					
		The tender would be opened at 04:00 pm on the date of tender opening above, at the address mentioned above.						
<p>Please submit on or before 04:00 pm on the date of tender opening, your quotation for the following goods, in accordance with the terms and conditions printed overleaf, in a sealed cover, marked on top with- Enquiry No; Date of Tender Opening. Or through email to dckip-nagl@nic.in.</p> <p>Yours Sincerely, T. Wati Aier Deputy Commissioner, Office of Deputy Commissioner, Kiphire</p>								
<b>Tender Schedule: All rates in Figures and in Wards in Rupees</b>								
Sl. No	Description and Specification	District	Unit	Delivery Terms	Rate per Unit (on FOD basis)	Taxes & Duties	Total rate per unit	Total value
1	As per Bid Doc enclosed	Kiphire	35	As enclosed				
Delivery Schedule:								
Enclosed Specification/Drawing/Special Conditions of Contract:								
Bid Number: NO.DC/KPE/ASP/REC-CSR/2018-19								
Dated: 19-01-2021								
I/we engage to supply the material(s) to your office and comply the following:								
1. Tender schedule and technical specification indicated								
2. Item/ tender specific conditions for this tender								
3. Terms and conditions printed overleaf								
4. General conditions of contract signed by me at the time of supplier registration (for registered suppliers)								

5. I /we confirm that set off for the ED, VAT etc. Paid on the inputs have been taken into consideration in the above quoted price and further agree to pass on such additional duties as sets offs as may become available in future under VAT, etc.
6. This offer is valid for 90 (Ninety) days from the date of opening of the tender
7. That we have not been debarred by any Government /undertaking.
8. That the rates quoted are not higher than the rates quoted for same item to any Government/Undertaking
9. That the bid submitted by us is properly sealed and prepared so as to present any subsequent alteration and replacement.

Signature & Seal Place & Date		Name of Authorised Signatory:	
Address:		Tel. No./Fax. No./Mobile No. Email Id:	